



**DEPARTMENT OF CORRECTIONS
YOUTH COMMUNITY CORRECTIONS BUREAU
POLICY**

Policy No.: YCC 4.2.1	Subject: ADMISSION CLASSIFICATION PROCEDURES
Chapter 4: FACILITY / PROGRAM SERVICES	Page 1 of 4
Section 2: Classification	Revision Date: 01-09-06, 11-23-07, 10-10-08, 01-06-09, 08-17-09
Applicable ACA Standards:	
Signature: /s/ <i>Karen Duncan</i>	Effective Date: 12-31-02
Signature: /s/ <i>Steve Gibson</i>	

I. POLICY:

The Youth Community Corrections (YCC) bureau will outline the procedures to admit and process youth into the juvenile parole program in a manner that enhances consistency of their release from confinement and employees will follow established procedures to perform quality case management. This procedure provides a brief overview of the procedures to follow to effectively manage a case from the time the youth is committed to a secure care facility until the youth is paroled into the community. This policy will be reviewed annually and updated as needed.

II. APPLICABILITY:

All YCC facilities and programs

III. DEFINITIONS:

Courtesy Supervision - the direct supervision of a youth who resides in a juvenile parole officer's region but originates from outside the region (another county) or out of state under Interstate Compact for Juveniles (ICJ).

Direct Supervision - supervision of a youth residing in the primary juvenile parole officer's region.

Indirect Supervision - supervision of a youth who is assigned to a juvenile parole officer but resides in Pine Hills Youth Correctional Facility, Riverside Youth Correctional Facility or out of state under Interstate Compact for Placement of Children (ICPC).

Parole Youth - youth released by the Department of Corrections from one of the state youth correctional facilities to the supervision, custody, and control of the Youth Community Corrections Bureau including youth who are placed at the Youth Transition Centers.

Primary Officer - the juvenile parole officer with jurisdiction in the county where the youth's parent(s), guardian(s), custodian(s), or their representative(s) resides. In most instances this will be in the county of commitment. The primary officer is responsible for case planning for the youth while under supervision.

Policy No.: YCC 4.2.1	Chapter 4: FACILITY / PROGRAM SERVICES	Page 2 of 4
Subject: ADMISSION CLASSIFICATION PROCEDURES		

Shared Supervision - supervision of a youth who is primary to a juvenile parole officer but resides in another region, at the Great Falls Youth Transition Centers, or out of state under ICJ.

Youth - an individual aged 10 through 17 who has been court-ordered to the Department of Corrections for placement into a secure care facility.

IV. BUREAU DIRECTIVES:

- A. A youth is screened at the youth placement committee to determine if secure care placement is appropriate.

When possible, the Juvenile Parole Officer (JPO) should attend the commitment hearing and make contact with the family to begin the planning process.

The JPO and the JPO II will review the court order for legal commitment to the Department and refer to the YCC bureau chief if it appears to be out of compliance with current statute.

- B. Upon commitment to secure care and upon taking physical custody of a youth at the designated facility, the primary officer will request that the youth court probation officer transfer the youth's case by automation file (CAPS). The officer will ensure the youth's placement at the secure care facility is entered into the automation system. The officer will ensure the CAPS placement is closed within five working days of the youth's release from the secure care facility.
- C. The primary officer will ensure that an initial phone contact with the youth and youth correctional or other secure care facility case manager/caseworker occurs within 30 days of the youth's arrival at the secure care facility.
- D. The primary officer will receive from the facility within 30 days of the youth's arrival a packet of information. The primary officer will develop and organize the field file. ([Refer to YCC 60-20, Uniform File Organization](#)). The officer will begin documentation of chronological contacts using [YCC 60-1 \(B\), Youth Contact Chronological Verification](#).
- E. The secure care facility will send a [Field Investigation Request \[YCC 60-2 \(A\)\]](#) to the primary officer within 30 days of the youth's arrival at the facility. The youth's home will be investigated on all new commitments. The officer will complete the investigation within 30 days of receiving of the field investigation request. When applicable, the officer will investigate the home, school, employment, law enforcement and youth court prior to approving or disapproving a placement. ([Refer to YCC 60-2, Field Investigation Request](#).)
- F. If the youth is approved to return home, community resources (refer to [YCC 60-1, Case Management Overview](#)) will be investigated and developed prior to the youth's release.

Policy No.: YCC 4.2.1	Chapter 4: FACILITY / PROGRAM SERVICES	Page 3 of 4
Subject: ADMISSION CLASSIFICATION PROCEDURES		

The officer will forward the original parole agreement to the secure care facility for signatures from the youth, facility caseworker/case manager and the superintendent. A conference call with the facility caseworker/case manager, youth and officer will be conducted to discuss the conditions of the parole agreement prior to signing and/or release of the youth. If applicable, the officer will proceed with the sexual/violent offender registration form, duty to register letter and/or victims rights and notifications. (Refer to [YCC 60-6, Sexual and Violent Offender Registration](#) and [YCC 60-9, Victim Rights and Notification](#).)

- G. If the youth is NOT approved to return home, the officer will complete the field investigation report (refer to [YCC 60-2, Field Investigation Request](#)) and forward it to the YCC bureau chief for approval/denial. The officer will work closely with the institutional caseworker to ensure an appropriate placement is secured prior to the youth's parole date. Should the youth be placed out of the primary officer's jurisdiction, the courtesy supervising officer will approve/deny proposed placement and supervision. If the courtesy supervising officer approves the youth placement, refer to [YCC 60-11, Case Management Responsibility](#) for case file transfers.
- H. The officer will give reporting instructions to the youth prior to his/her release. The youth must report within 24 hours of their release to the officer. The officer is required to inform the parents/guardian of the first meeting with the youth and request their presence at this meeting. The officer will discuss the rules of parole with the youth and parent/guardian. The youth, parent/guardian, and officer will sign the parole agreement again. (Refer to [YCC 60-3, Juvenile Parole Agreement](#).) A notification of search form is introduced to the parent/guardian and the officer will request their signature on this form. (Refer to [YCC 60-5, Searches of Youth Offenders, Vehicles, Residence, and Confiscated Property](#).)
- I. The officer will administer an approved assessment tool within 30 days of the youth's admission into the parole program. The assessment will determine the youth's level of supervision and subsequent reporting standards (maximum, medium, or minimum). Refer to [YCC 60-4, Supervision Standards](#).

V. CLOSING:

Questions concerning this policy should be directed to the youth community corrections bureau chief.

VI. REFERENCES:

53-1-203, MCA	Powers and Duties of Department of Corrections
DOC 1.1.3	Organization and Responsibility
DOC 4.1.1	Offender Admission Procedure
YCC 1.1.3	Organization and Responsibility

Policy No.: YCC 4.2.1	Chapter 4: FACILITY / PROGRAM SERVICES	Page 4 of 4
Subject: ADMISSION CLASSIFICATION PROCEDURES		

VII. ATTACHMENTS:

None